



# Lake County

*JSEC Insider*

## Frequently Asked Questions

The Following is a list of some of the most frequently asked questions that have been presented to Job Service staff. Please feel free to contact our local office at any time to discuss any of them.

### **What does it cost to post an ad with Job Service?**

There is no fee paid to Job Service for posting ads for an open position. Job Service & these services are funded under the Wagner-Peyser Program. The Wagner-Peyser program is funded through the Federal Unemployment Tax Act (FUTA), which imposes a payroll tax on employers. This is why groups like Job Service Employers Committee, (JSEC), has been formed; it is to give employers a voice.

### **What information do you need to post a job?**

In order for a business to post a job we require an FEIN and an UI number. It is also helpful to have basic job duties, lifting requirements, skills requirements, testing information and how you would like them to apply.

### **How does Job Service determine which applicants to send?**

Once an ad is placed with Job Service, staff will attempt to match workers with the ad. Staff will do their best to refer qualified workers to an employer. However, if a applicant insists an application or resume to sent to an employer, then we have to send the application.

## **FMLA Update:**

**There are now six new optional forms from the Federal Dept of Labor that cover the following employee situations:**

**WH-380-E** Certification of Health Care Provider for Employee's Serious Health Condition (FMLA) Provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider.

**WH-380-F** Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA). Provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member.

**WH-381** Notice of Eligibility and Rights & Responsibilities (FMLA). In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles.

**WH-382** Designation Notice (FMLA). Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient.

**WH-384** Certification of Qualification Exigency for Military Family Leave (FMLA). The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification.

**WH-358** Certification for Serious Injury or Illness of Covered Service member-for Military Family Leave (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered service member to submit a certification providing sufficient facts to support the request for leave.

Refer to this site for more specific information: [www.dol.gov/esa/whd](http://www.dol.gov/esa/whd) Please note that we are having new 5 in 1 posters printed due to the significant changes to the FMLA posting. We hope to have them available to you by mid-February.



Mission Valley One Stop Workforce Center  
Lake County Job Service  
417 B Main Street  
Polson, MT 59860



## Rapid Response Services

One of the most difficult decisions to face employers during these times of economic uncertainty is how and when to reduce their workforce. If this becomes an economic reality for you, then consider allowing Job Service to implement a "Rapid Response" effort to provide resources and options for you and your employees. Trained staff are available to come to your worksite to offer information and workshops on filing for Unemployment Insurance benefits, Job Service registration services, reemployment programs, and other services available in the area to assist you and your employees. These services are offered at no charge to you. We are available at any time to try and answer any questions you may have concerning these matters.

For more information about this program, call Richard Ayres at 406/883-7882

Or refer to the following website: [www.doleta.gov/layoff/workers.cfm](http://www.doleta.gov/layoff/workers.cfm)

2009 Career/Job Fair  
Tuesday, February 24, 2009

The Career/Job Fair will take place from 10:00 a.m. to 3:00 p.m. at the Joe McDonald Health and Wellness Center (gym)  
Hosted by Salish Kootenai College & Lake County Job Service

For more information contact Todd Erickson @ 883-7885 or Linda Posivio @ 883-7884

### JSEC Members

Marilyn Becker, OPA  
Michelle Cope, Lake Co. Leader  
Theresa Jones, St. Luke Hospital, V. Chair  
Emily Peck, Polson School Dist., #23  
Jesse Yarbrough, Polson School Dist., #23  
Karen Dellwo, First Interstate Bank, Chair  
Donna Mitchell, Kicking Horse Job Corps  
Shelly Fyant, Kicking Horse Job Corps  
Paula Weaver, DRS Technical Services  
Nikki Montesano, Jore Corporation  
Adina Fox, Ronan Telephone, Secretary  
Wayne Fuchs, St. Luke Hospital  
Mike McReynolds, UPS Store  
Heather Knutson, Country Foods  
Jessie Miller, First Citizens Bank  
Tina Oliphant, LCCD

## PAYMENT OF WAGES

**While still employed:** An employee must be paid within 10 business days after the end of the pay period.

**When separated from employment:** When an employee quits, wages are due on the next scheduled pay day for the period in which the employee was separated, or 15 calendar days, whichever occurs first.

**Terminated for cause:** When an employee is laid off or discharged, all wages are due immediately (within four hours or end of the business day, whichever occurs first), unless the employer has a preexisting, written policy that extends the time for payment. The wages cannot be delayed beyond the next pay day for the period in which the separation occurred, or 15 calendar days, whichever occurs first. For additional information contact: Wage & Hour @ (406) 444-5600 or on line **[www.mtwagehourbopa.com](http://www.mtwagehourbopa.com)**

To keep current on Wage & Hour laws; new available resources, new employer information, upcoming Work Shops; previous Newsletters: visit our website: [employlakecounty.com](http://employlakecounty.com) or call Todd Erickson, Business Resource Consultant @ 406.883.7885 email: [toerickson@mt.gov](mailto:toerickson@mt.gov) Hours: Monday-Friday 8:30-5:00